We Mean Green Fund Project Proposal Form Fall 2021

I.   ## Project Name
Give your project a name. Response may be *60 characters or less including spaces*.

II. ## Project Team
Please provide information about your project team members. All projects require a primary UNT faculty or staff advisor who can ensure the longevity of the project if funding is awarded. If you need help remembering your UNT ID Number, please visit ams.untsystem.edu. (*Do not list your EUID*.)

Include the following Project Advisor Information

    Name:
    Staff or faculty:
    UNT Department or College:
    UNT ID Number:
    Phone:
    Email:

Include the following Team Member Information for each additional person

    Name:
    Student, staff, or faculty:
    UNT Department or College:
    UNT ID Number:
    Phone:
    Email:
    Major (for students only):
    Expected graduation semester & year (for students only):

III. ## Project Abstract
Provide an overview of the project intentions and scope of implementation in *50 words or less.*

IV. ## Project Description and Significance
Briefly describe your project using the 5 Ws (who, what, when, where, and why). Clarify how the project addresses environmental sustainability on the UNT campus or in the capacity that on-campus activities directly influence environmental sustainability in the surrounding community. If applicable, include the proposed location of the project site. Response may be *175 words or less.*

V.   ## Student Experience
Because the We Mean Green Fund is student-funded, project proposals should be student-centric. Describe how UNT students will be involved with or impacted by the project during its implementation and/or after the project is completed. Think about ways the project will positively impact the UNT student experience. Response may be *100 words or less*.

VI. Education & Outreach

How will this project educate the UNT community and/or provide outreach services about environmental sustainability? Think about how the project will impact or change students' knowledge, attitudes, and/or behaviors. What specific education/outreach efforts will you implement to achieve this learning? Response may be *125 words or less.*

VII. Diversity, Equity & Inclusion Impact

If applicable, how does this project relate to environmental justice or support diversity, equity, inclusion, and accessibility efforts for the UNT community? Response may be *100 words or less.*

VIII. Measuring Project Success

WMGF projects should have clearly defined, measurable outcomes backed by metrics. List 1-3 intended project outcomes and describe the metrics (qualitative or quantitative) that you will use to measure, track, and report on the results of each intended outcome. Describe how and during which stage of the project each outcome will be evaluated. If funded, project teams will be expected to report on each outcome, therefore you should develop specific, measurable, achievable, realistic, and time-oriented outcomes/metrics. Responses to this section may be a *maximum of 175 words.*

IX. Project Publicity and Marketing Plan

Projects must plan and budget for campus publicity and marketing stating that UNT students funded the project through the We Mean Green Fund. Describe the publicity and marketing plan below. The WMGF will provide funded projects with marketing language to ensure consistency across all projects. If permanent signage (such as a plaque) does not suit the project, detail plans for other publicity methods (e.g., digital screen displays, promotional items, brochures, wraps, videos, t-shirts, etc.). The We Mean Green Fund Committee reserves the right to request additional publicity methods to ensure appropriate WMGF marketing. If costs are associated with marketing strategies, consider consulting multiple vendors to calculate an accurate cost estimate for the project budget. UNT PDS and Design Works are good starting places for helpful marketing logistics and info. Please note, promotional items may be purchased only from UNT licensed vendors and hourly design fees associated with developing quality marketing materials should be accounted for if applicable. Responses to this section may be a *maximum of 125 words.*

X. Ongoing Project Maintenance

If your project requires any kind of upkeep or maintenance after awarded funds are expended, these factors must be accounted for. Ongoing maintenance examples may include supervision of sustained activities, continued irrigation, replacement of materials, staff wages, removal and disposal of a temporary physical structure like artwork, marketing, transportation of physical structures for continued use, storage of items, etc. If applicable, identify future maintenance and upkeep needs that may require attention. Be sure to also list future maintenance components that do not have an identified caretaker. Responses to this section may be a *maximum of 100 words.*

XI.   Project Timeline

In the table below, *chronologically* summarize the tentative timeline of project activities by listing important milestones and required action items including target start and end dates, major purchases, marketing and publicity efforts, specific logistics, events, hiring, tasks to ensure project outcomes are met, ongoing maintenance, and more. Make sure to include project outcome evaluation tasks and education/outreach plans as mentioned in previous sections. *Use as many rows as needed.*

Tentative Date	Project Actions & Milestones
January 2022	Funding status is released. Awarded projects meet with green fund staff to discuss an action plan.
May 2022	Projects should complete by May. Teams submit their final project report by a given spring deadline.
August 31, 2022	Final project payments are processed. Any remaining project funds will return to the We Mean Green Fund.

XII.   External Funding

While not required, additional consideration may be given to projects that can obtain matching funds from sources beyond the UNT We Mean Green Fund or include a plan for sustained funding. Please respond to the questions below. Responses to this section may be a *maximum of 100 words total.*

1. Does your project have support from funding sources beyond the We Mean Green Fund (e.g., departmental funds, grants, scholarships, sponsorships, fellowships, etc.)? (Yes, No, or Maybe)
2. If applicable, how much external funding is already awarded or pending approval for this project?
3. If applicable, who is the external funding provided by?
4. If applicable, what will the external funding be used for?

XIII.   Appendix

Include any supporting materials that may help the We Mean Green Fund Committee better understand your project (photos, tables, charts, figures, graphs, statistics, maps, drawings, data, first-person accounts, specifications, etc.). Website links will *not* be reviewed. Please provide a short description for each appendix item. All supporting materials must be included and submitted in this document. Additional attachments outside of this document will *not* be accepted.

Checklist of other items to submit

Visit greenfund.unt.edu for more info

- ✓ Budget
  Develop a budget considering the project's needs for equipment, supplies, construction, publicity and marketing, wages, and more. Use the provided budget Excel sheet to submit your budget.

- ✓ Project Advisor Agreement
  All projects require a signed Project Advisor Agreement letter from a UNT faculty or staff member who will take on the role of project advisor and assist with project implementation and completion. Use the provided Project Advisor Agreement template.

- ✓ Project Approval Form
  If your project depends on the approval, participation or assistance of an on- or off-campus entity, submit signed Project Approval Forms from these entities describing which aspects of your project depend on their approval or support. This form confirms project feasibility and secures institutional support.

- ✓ Video Pitch
  Candidates must submit a 3-4-minute video (formatted as an MP4 file) that provides the We Mean Green Fund Committee with your personal elevator pitch. Follow the video guidelines established in the We Mean Green Fund Project Proposal Guide.